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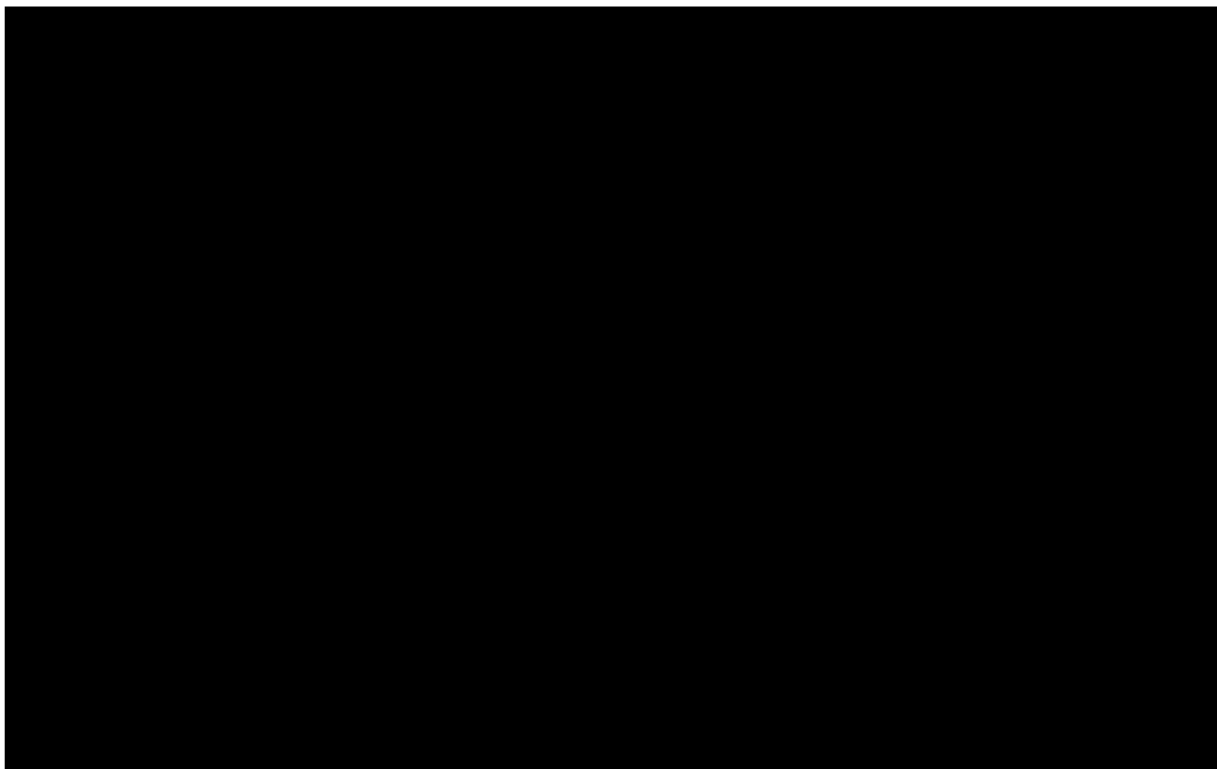
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CHIVE/C-19-67
13 January 1967

MEMORANDUM FOR: Director of Central Reference
Director of Computer Services

SUBJECT : CHIVE Monthly Activity Report,
December 1966

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Subject Dictionary

- o The entire month was devoted to the preparation of the index to the Subject Indexing Code. At the end of the month, all index changes had been sent to keypunching. The intellectual task of preparing the index to the SIC

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GROUP I
Excluded from automatic
downgrading and
declassification

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is almost completed, and the index will be published after arrangements have been made with PSD to convert the EAM listings to a two-column per page reduced size.

- o The final Subject Dictionary task--the preparation of decode tables in order to output clear-text code explanations for customer use--will be started in January.

Forms Design

- o A manual was prepared for use by SKAN typists containing the instructions for transcribing data onto the SKAN page reader forms. The task chairman also trained a typist in the typing specifications required for page reader transcription.
- o Manuals have also been prepared containing the instructions for transcribing data onto CHIVE header data forms for page reader input. The publication of these manuals and the final page reader forms is contingent on the adoption of coding conventions for representing dissemination controls and codeword security levels.

Indexing Procedures

- o A draft version of the tagging rules (indexer input rules for each data element and data category in the CHIVE content indexing language), a major element of the indexing procedure manual, was completed and circulated within CHIVE for comment and reaction. Discussions were held with the Source Formatted Data Task Team on ways material originated by FDD could be put into the CHIVE index language either by formatting the data or using machine-held translation tables.

Dossier Content Study

- o This study was undertaken to obtain estimates of the increased request load which will be placed on the Document Delivery System in a CHIVE environment to satisfy queries which are serviced at present by the BR/FID repositories. The final report, terminating this task, was being typed at the end of the month for publication in early January.

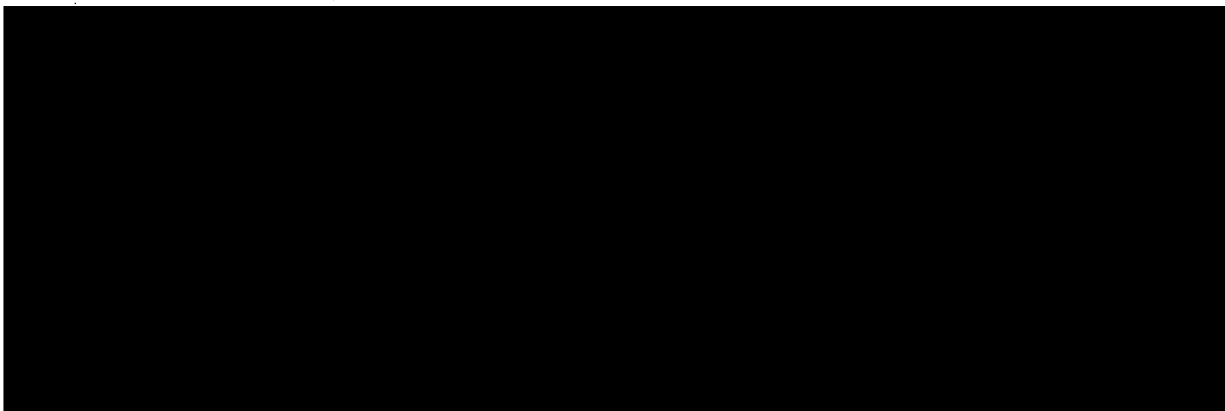
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Graphics and Maps



- o Most of the month was spent in pulling together data for the final report on including graphics material in CHIVE. [REDACTED]

Querying Procedures

- o Querying procedures manuals for SR and Intellofax have been completed in draft form, but were still undergoing editorial review during December. Charts have been prepared which illustrate which OCR files should be interrogated for various classes of queries, including broad definitions of the subject and time span coverage for each file. [REDACTED]

Security Procedures

- o Work continued in December on designing a compartmented coding scheme which could be used in an all-source indexing environment. Since this scheme must cover security classification, codewords, channel caveats, sub-series designators, and validity indicators, Task Force personnel held meetings with Program Design Group personnel, C/ISD and his staff, and a representative from SPINT Staff to gather additional data. Another meeting with a SPINT Staff representative is scheduled for January and following that the Security Task Team should be in a position to draft another recommendation. Efforts are also being made by C/COG, with the cooperation of Security Task Team members, to have an OS contact on SPINT Staff designated to work with CHIVE personnel on resolving security problems. [REDACTED]

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SKAN

- o Programming--Some problems in getting SKAN production runs, which started with a request that the program be changed to combine two subject categories, were resolved early in the month. Efforts to convert SKAN to run under the 360/65 Operating System have been stopped; SKAN will continue to operate under BOS. The modification to SKAN to permit page reader magnetic tape input rather than punched card input was released for testing on December 2. [REDACTED]
- o Production--Production suffered in December from a lack of printing capability in Printing Services Division caused by personnel taking leave. Consequently, some weeks' issuances were combined and issues reached customers late. [REDACTED]
- o Training--Since agreement was reached that the SKAN unit would train most indexers joining CHIVE in SKAN production techniques and procedures, the unit has grown considerably. Some of these people will join COG within the next few months. [REDACTED]
- o Testing--Personnel in the SKAN unit have worked on testing the page reader input procedures and techniques. By the middle of the month, an indexer was preparing documents for the typist and a typist was preparing forms for the page reader. This activity continued in a test mode for the remainder of the month. [REDACTED]

Customer Requirements

- o During the month the interviews and data analysis on customer reaction to SKAN were completed and documented by the Customer Requirements and Relations Task Team in CHIVE/W-37-66 ("SKAN Customer Survey Program"). This report recommended the continuation of SKAN with certain changes. The remainder of the month's effort on this task was combined with that on Security Procedures to design a coding scheme (see above). [REDACTED]

Summary Files

- o A draft paper summarizing previous work and current findings regarding the building of Summary Files was routed to senior staff members of the Task Force. Recommendations regarding which files should be considered were accepted. However, the methodology by which such files

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would be maintained required further discussion. A revision of the paper is being prepared. [REDACTED]

COG Organization

- o During December a preliminary organizational structure for the [REDACTED] Group was developed. This recommendation is presently under review by senior personnel within the Task Force. [REDACTED]

Referral Services Files

- o [REDACTED] who joined the CHIVE Task Force in December, has been assigned to study the Referral Services Files problem. During the month, he became familiar with the literature in this area and began work on a task description and preliminary design document. [REDACTED]

System Flows and Transactions

- o A working paper (CHIVE/W-36-66, "Input Transactions for Repository and Non-Repository Documents [REDACTED] Group") was issued in December. Output flows will be developed when additional data from other task areas is available. [REDACTED]

Source Formatted Data

[REDACTED]

Test Plan

- o Work continued on drafting system testing specifications. Since the progress of this task is governed to a considerable extent by progress in other areas, the proposed testing specifications may have to be submitted on a subsystem basis, beginning with the input subsystems and progressing through the output subsystems, with subsystem test plans following suit. [REDACTED]

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Alternative Indexing System

- o Some work was done in further developing and testing an indexing scheme following the outlines of a system suggested by the D/CTF, which would be designed to economize indexing procedures with minimum degradation of system response capability. [REDACTED]

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Management Data System

- o Work on a management information system for OCR and CHIVE progressed as follows:
 - Management information procedures in GR were studied and flow charted.
 - A requester/operator code was developed and a draft of a proposed request form was sent to various OCR components for review and comment.
 - Itemization of data elements for CHIVE's MIS was begun. [REDACTED]

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[REDACTED] Development

- o Retrieval/Output--A working paper describing the Communication/Data Analysis/Display (CDAD) language and its capabilities has been completed. It is not intended for distribution outside PDG, having been written as a program specification rather than a user's manual. [REDACTED]
- o File Maintenance--A working paper describing File Maintenance capabilities and individual program modules was sent to PSD for reproduction. [REDACTED]
- o Monitor--A draft paper describing the File Definition Tables has been written. [REDACTED]

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Soviet Elite Project

- o This project encountered an obstacle during December when it developed that no manpower was available for further data processing support. Of the two programmer trainees initially assigned to support the project, one

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has been reassigned to the OCR model 30 effort, and the other is fully occupied with the production of the Organization Dictionary. BR has furnished CHIVE with an output format and requested that clear-text printouts of the [REDACTED] records be supplied them on a continuing basis as they are produced. At the end of December the support problem had not been resolved.

COINS

- o CHIVE problems and potential for supporting COINS were described to the CIA COINS Committee at a meeting during the month. The estimated size of the various candidate files was also furnished the CIA representative to the interagency COINS Working Group. Further action on some of the files nominated awaits a decision by CODIB on the files to be included in COINS I. [REDACTED]

Research and Development

- o Support was given the DD/CR in compiling, clarifying, and evaluating R&D requirements submitted by all DDI components. [REDACTED]
- o In conjunction with [REDACTED] (OCI), some potential uses in the Agency for the stylistic analysis identification technique were identified. ORD is now following this up as a possible item in their FY '68 plans. [REDACTED]
- o Some of the technical and cost data on the Ampex Video-file and the NCR Photochronic Micro image systems were examined as potential document delivery systems. [REDACTED]

Director
CHIVE Task Force

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